

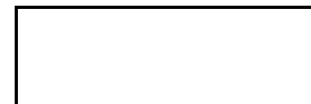
PAD 55/62
3 May 1962

MEMORANDUM FOR: Executive Director, NPIC
FROM: Chief, CIA/PAD(NPIC)
SUBJECT: Workload
REFERENCE: Letter from Executive Director, CIA, to Director, NPIC;
Subject: Workload, 26 April 1962 (attached)

1. During the period 1 October 1961 to 30 April 1962 there has been a steady increase in the number of projects carried on the books of PAD. The weekly average during this period is 197 projects ranging from 165 in October 1961 to 212 during April 1962. An average of 27 projects a week have been received in PAD and an average of 24 per week are completed. This is approximately one completion per week per man. These figures include both national and departmental projects.

2. Peaks in numbers of projects have occurred one to two weeks after receipt of the missions. There has been little change in the number of national projects in a hold category. When immediate reporting is in process little time is spent on other projects. When the immediate phase readout is completed, most of the projects become active again. Likewise there has been little change in the number of departmental projects carried in a hold or inactive category. This is in spite of adding eight new analysts. However, these additions are still training and familiarizing themselves and are only beginning to become productive.

3. If no new projects were initiated, it would take all PAD PI's approximately 6 1/2 weeks to clean all projects off the books, or 975 man-days. The reduction of this backlog in the future cannot be equated, however, against additional personnel only. Immediate reporting is steadily increasing and the quality and degree of detail on present support-type projects would be increased at the expense of additional time. Further, presently projected personnel requirements will, as in the past, only offset the additional collection inputs and enable the division to accept additional requests from Agency components which are presently not utilizing our services through lack of knowledge of what assistance can be provided, or because the priority of work they are involved in is sufficiently low to discourage requests.



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27 APR 1962

Executive Registry


26 April 1962

MEMORANDUM FOR: Deputy Director (Intelligence)
Attn: Director, NPIC

SUBJECT : Workload

As you are aware, the DCI is quite concerned that with recent activities your organization not accumulate a backlog. Do you presently keep any records on your progress in processing which would indicate the development of a backlog? If so, would you put me on the distribution list for these progress reports. If not, is there some method by which you can keep me informed on this subject.

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Lyman B. Kirkpatrick
Executive Director

cc: DDC